

MOHAMMED ABRAR

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To take up a challenging position that values honesty, loyalty, good relationship, excellent performance and to translate my experience, knowledge, skills and abilities into value for the organization.

EXPERIENCE

12-12-2018 – TILL DATE

ADMINISTRATOR- ROYAL WAY FACILITY MANAGEMENT- DUBAI (UAE)

- Perform bookkeeping tasks such as invoicing, monitoring accounts receivable, and payroll processing.
- Generating Invoices and accounts statement.
- Arranging both internal and external events.
- Dealing with email enquiries and calls.
- Perform bookkeeping tasks such as invoicing, monitoring accounts receivable, and payroll processing.

01-05-2017 – 17-03-2018

BUSINESS ASSOCIATE-UNITED HEALTH GROUP-OPTUM (INDIA)

- Investigate and prepare reports for all denials of claims and settlement.
- Provide update on all files and recommend reserve changes to all claims.
- Calculate accurate claim amount and send for payments through relevant departments.

09-01-2015 – 17-01-2017

ADMINISTRATOR-TECHIE BOTS INFO TECH SOLUTIONS PVT LTD. (INDIA)

- Provide and process data for preparation of MIS reports.
- Undertake additional responsibilities with in the functions and assist other departments.
- Assist other staff members to achieve organizational goals and objective through follow-ups and working in a team.

EDUCATION

03-03-2017-01-04-2019

MASTER'S IN BUSINESS ADMINISTRATION, OSMANIA UNIVERSITY

01-04-2013-01-01-2016

BACHELORS OF COMMERCE & ACCOUNTS, OSMANIA UNIVERSITY

SKILLS

- Well versed and certified with Advanced MS excel.
- Tally ERP 9.
- Strategic planning and organization.
- Multitasking and time management.
- Knowledge of administrative policies.
- PACT Software

PERSONAL DATA

- Date of Birth- 11-03-1994
- Language known- English, Urdu & Hindi
- Nationality- Indian
- Marital Status- Married
- Visa Status- Employee Visa valid till 13-03-2021
- References- Can be made available up on request.